

eXCHANGE – What’s New?

RELEASE 2.35.0 (AUGUST 31, 2015)

This release of eXCHANGE contains a number of new features and bug fixes to improve and streamline the system. Highlights of new functionality are listed below. For a complete list of all changes, please see the eXCHANGE v2.35.0 Release Notes document.

Updated Password Rules to Conform with New DOE Requirements

The password rules have been updated to adhere to updated Department of Energy security controls. The new rules are detailed in the screenshot below:

CHANGE YOUR PASSWORD

Current Password:

New Password:

Confirm New Password:

Passwords must adhere to the following rules:

- Contain at least eight (8) characters
- Must contain three or more of the following:
 - At least one lower case letter
 - At least one capital letter
 - At least one number
 - At least one of the following symbols: !, @, #, \$, %, ^, &, *, (,), _ , +
- Must not have three repeating values in a row (Example: AAA\$123 is not valid; but A#AA123A is valid)
- Cannot contain your username
- Cannot match one of your previous 24 passwords
- Can only be changed once per day

[Update](#)

When logging in, users now have five chances to enter their password before being locked out. In the case of a lockout, users will now be automatically unlocked in 15 minutes, eliminating the need to contact the Help Desk. If you do need to request a temporary password, eXCHANGE now includes the expiration date and time in the email containing the password.

Updates to Submission Management to Handle Large File Downloads

eXCHANGE will now break extremely large submission file mass downloads into multiple zip files in order to handle file downloads larger than 500MB. This will allow FOA Managers to download a large number of submission files without error.

SUBMISSION MANAGEMENT

View Archived Funding Opportunities

FOA: 00000000000014: Helpdesk Test Scenario - Notice of Intent to Issue Fiscal Year 15 Bio

Submission Type: Full Application

Control Number:

Topic: General Topic

Show Results

Clear Filter

Submission Deadline: TBD

Page Size: 25

Control Number	Lead Organization	Status	Date Created	Date Submitted	Topic	
0014-1502	test	Not Submitted	5/21/2015 11:28 AM ET	N/A	General Topic	Edit
0014-1501	divdiv	Review Complete	5/14/2014 08:10 AM ET	5/14/2014 08:11 AM ET	General Topic	Edit

Export Submissions to Excel

Export Reviewers to Excel

Export Submitter Emails to Excel

Topic Name	Request Submission Attachment Files	Request Rebuttal Documents
General Topic	Request Full Application Files	There are no rebuttal documents associated with this topic.

Additional Information on User Administration Page

Two new features have been added to the user administration page for specific users. System administrators can now see details about any submissions the user has created right on their administration page in the Submission History table.

Submission History

Control Number	Submission Type	Created Date	Submitted Date	Submission Status	User Type
9999-1505	Full Application	5/29/2014 12:14 PM ET		Not Submitted	Owner
9988-1502	Full Application	2/19/2014 09:49 AM ET		Not Submitted	Owner
9988-1502	Concept Paper	2/19/2014 09:30 AM ET	2/19/2014 09:31 AM ET	Review Complete	Owner
2015-1501	Concept Paper	3/11/2015 10:34 AM ET	3/11/2015 10:53 AM ET	Review Complete	Owner
2015-1501	Full Application	3/11/2015 01:17 PM ET	4/10/2015 02:42 PM ET	Review Complete	Owner

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Administrators can also access information about a user directly from the administer users page by clicking the View User Account Information button. This will bring you to a page detailing the user's My Account details, including name, address, phone number, reviewer information, etc.

USER ADMINISTRATION

User Details

User Name/Email: 30_FOAdmin@test.com [Show User Log Entries](#) [View User Account Information](#)

Active: ☒ Yes ☐ No

Locked Out: ☐ Yes ☒ No

Notes

Roles:

<input checked="" type="checkbox"/> Applicant	<input type="checkbox"/> Program Director
<input type="checkbox"/> Application Viewer	<input type="checkbox"/> Program Manager
<input type="checkbox"/> Contractor	<input checked="" type="checkbox"/> Reviewer
<input type="checkbox"/> Federal Consensus Board Reviewer	<input type="checkbox"/> Reviewer Admin
<input type="checkbox"/> FOA Admin	<input type="checkbox"/> Selection Official
<input type="checkbox"/> FOA Manager	<input type="checkbox"/> SysAdmin

Permissions: n/a

Name: 30_FOAdmin@test.com In
Organization: Mar
Account Created: 3/30/2013 7:38:00 AM ET
Last Login Date: 5/19/2015 3:13:53 PM ET
Password Last Changed: 5/19/2015 3:13:53 PM ET
Phone: 121-111-111

[Update](#) [Change Password](#) [Cancel](#)

MY ACCOUNT

Account information last certified on 3/2/2015 2:57:28 PM ET

General Information

User Name/Email: 30_FOAdmin@test.com	DUNS Number:
Salutation:	Title: test
First Name: 30_FOAdmin@test.com	Organization: Mar
Last Name: in	Organization Type: Industry
Country: United States	Website:
Address: addk	Are you a Federal Employee? <input type="radio"/> Yes <input type="radio"/> No
City:	Are you a U.S. Citizen? <input type="radio"/> Yes <input type="radio"/> No
State: test3	Are you currently residing in the United States or any of its territories? <input type="radio"/> Yes <input type="radio"/> No
ZIP: 303465858	Resume/CV: Test_Test_Test1 Modify CV
Phone: 121-111-111	<small>Valid file types include .doc, .pdf & .txt. Office 2007/2010 Word documents (.docx) can be uploaded, but are not currently full text searchable.</small>
Fax: 11111111	